

9am EST brief will be in Ada Director 's Office

Kelly Collins to: Dominic Digiulio, David Jewett, Rick Wilkin 12/19/2012 07:30 AM Cc: Gary Foley, Cynthia Sonich-Mullin

All,

Gary will be calling in by phone but please meet in Gary 's office for video conference.

Thanks,

Kelly Collins

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